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29 December 1964

MEMORANDUM FOR: Deputy Director for Support
 SUBJECT : Economy Report, September-December 1964
 REFERENCE : DD/MO Administrative Notice No. 04-7, dated 1 September
 1964

a. Progress on economy efforts in the Office of Medical Services for the period of September through December 1964 is outlined below.

b. Manpower

a. On-duty strength has never exceeded the new FY 1965 ceiling even though this ceiling is not restrictive until 30 June 1965. We have, moreover, within our on-duty capability absorbed [REDACTED] personnel whose positions with the Clandestine Services were discontinued.

b. In November a new Field Support Staff and Executive Staff were established in the Office of Medical Services. The five (5) positions for these new elements were provided from the existing ceiling authorization by consolidating duties elsewhere in the office. In addition to a greater procedural efficiency, it is estimated that a net saving of one (1) man year resulted from this reorganization.

c. The same personnel count as of date of this report is [REDACTED]
 [REDACTED] There are no temporary personnel.

3. Dollar Savings

a. Continuing close scrutiny has kept supply and equipment obligations down. In this area a comparison of the first six months of FY 1964 and FY 1965 reveals the following:

FY 1964 (Jul-Dec)	\$16,140
FY 1965 (Jul-Dec)	\$11,460

b. In order to make additional funds available for other types of psychological research and still remain within our present budgetary allocation, two external contracts of the Assessment and Evaluation Staff were renegotiated making some \$11,600 available for new types of research activities.

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29 December 1964

MEMORANDUM FOR: Deputy Director for Support
 SUBJECT : Economy Report, September-December 1964
 REFERENCES : DD/S Administrative Notice No. 64-7, dated 1 September
 1964

1. Progress on economy efforts in the Office of Medical Services for the period of September through December 1964 is outlined below.

2. Personnel

a. On-duty strength has never exceeded the new FY 1965 ceiling even though this ceiling is not restrictive until 30 June 1965. We have, moreover, within our on-duty capability absorbed [REDACTED] personnel whose positions with the clandestine Services were discontinued.

b. In November a new Field Support Staff and Executive Staff were established in the Office of Medical Services. The five (5) positions for these new elements were provided from the existing ceiling authorization by consolidating duties elsewhere in the office. In addition to a greater procedural efficiency, it is estimated that a net saving of one (1) man year resulted from this reorganization.

c. Part-time personnel count as of date of this report is [REDACTED]. There are no temporary personnel.

3. Dollar Savings

a. Continuing close scrutiny has kept supply and equipment obligations down. In this area a comparison of the first six months of FY 1964 and FY 1965 reveals the following:

FY 1964 (Jul-Dec)	\$16,150
FY 1965 (Jul-Dec)	\$11,400

b. In order to make additional funds available for other types of psychological research and still remain within our present budgetary allocation, two external contracts of the Assessment and Evaluation Staff were renegotiated making some \$11,000 available for new types of research activities.

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d. Improved Procedures

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[REDACTED]

[REDACTED]

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c. Our effort toward the automation of our medical records system continued with a full-time medical administrative officer -- from our existing personnel capabilities -- now working on this project.

d. The Annual and Executive Physical Examination Program mentioned in our last quarterly report continued to develop well. A comparison of the first two quarters reveals the planned increase in this type of examination:

1st Quarter PY 1965
2nd Quarter PY 1965

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John R. Tidwell, M.D.
Director of Medical Services

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OMS/ExO/[REDACTED]:Jv (29 Dec 64)

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